



# CARMEL COLLEGE (AUTONOMOUS)

## Policy Documents

CARMEL COLLEGE (AUTONOMOUS), MALA



## **PREFACE**

Since its establishment in 1981 by the Sisters of the Congregation of the Mother of Carmel, Carmel College (Autonomous), Mala has consistently strived to uphold its vision and mission. Inspired by the visionary Saint Kuriakose Elias Chavara, our founder Principal, Rev. Mother Aurea, embarked on a mission to establish a premier institution for women's education in the small town of Mala.

Guided by the principles of quality and inclusivity, the college endeavors to shape generations of capable individuals who can contribute meaningfully to society and the nation. Our primary mission is to empower the underprivileged and uplift rural women by providing comprehensive education. The policies outlined in this document serve as a framework to actualize our vision, ensuring the highest standards of education for all stakeholders.

## **CONTENTS**

- 1. Academic Policy**
- 2. Administration Policy**
- 3. Student Support and Activities Policy**
- 4. Differently-Abled Friendly Policy**
- 5. Anti-Ragging Policy**
- 6. ICC Policy**
- 7. Grievance Redressal Policy**
- 8. Mentoring Policy**
- 9. Environment and Sustainability Policy**
- 10. Gender Sensitization Policy**
- 11. Research Policy**
- 12. Alumnae Policy**
- 13. IT Policy**

At Carmel College (Autonomous), Mala, we prioritize the delivery of quality education by fostering an environment conducive to learning and research. To achieve this, we undertake well-defined measures to plan, implement, evaluate, and enhance our academic endeavours. The key components of this policy include:

1. Preparing an academic calendar aligned with the university's schedule and disseminating it through the college handbook.
2. Ensuring each department submits an annual action plan to the IQAC (Internal Quality Assurance Cell).
3. Allocating workloads and syllabi based on faculty expertise before the commencement of each semester.
4. Encouraging curriculum enrichment through certificate courses, value-added programs, and similar initiatives.
5. Assigning tutors to each class and mentors to individual students for their academic and personal growth.
6. Adopting innovative, student-centered teaching methodologies supplemented by ICT tools.
7. Regularly assessing students' academic performance through internal exams, assignments, and projects.
8. Providing remedial coaching and additional support for slow learners.
9. Promoting interactive learning through workshops, field visits, and collaborations with reputed institutions.
10. Conducting internal and external academic audits to ensure curriculum delivery aligns with institutional goals.
11. Ensuring the completion of any one certificate/value-added course either online or offline in the first year, a language proficiency course in the second year and a SWAYAM or MOOC course in the final year.

12. Ascertain the systematic and smooth conduct of the internal and the end-semester University examinations by the Examination Committee.
13. Ensure timely and transparent assessment of answer scripts and publication of consolidated internal examination mark list on the notice board of departments.
14. Ensure prompt redressal of genuine grievances raised by students on matters related to curriculum delivery, assessment and feedback or requirements of physical resources to carry out learning.
15. Conduct annual internal and external Academic Audit of each department monitored by the IQAC and an external panel of experts respectively.
16. The overall performance of the students shall be assessed not only through curricular and co-curricular activities but also through participation in community engagements, cultural, arts and sports programmes.
17. Collect, codify, and assess the feedback collected from all stakeholders on various parameters through the IQAC and undertake measures for necessary amendments and improvements.
18. Conduct Student Satisfaction Survey through the IQAC.
19. Communicate suggestions for improvements in curriculum, based on stakeholders' feedback, to the Board of Studies of the University through the faculty of the institution representing the Body.

## **2. ADMINISTRATIVE POLICY**

A dynamic and participatory administration is the stronghold of an institution in guarantying its sustenance and progress. An effective administration translates into the routine practices and distinctiveness of the institution. Carmel College ardently pursues and thrives on its comprehensive and farsighted administrative policy to ensure quality engagement with all stakeholders. The administration at Carmel College (Autonomous), Mala emphasizes participatory and transparent governance to ensure the institution's growth and sustainability. This policy focuses on:

1. Encouraging decentralized governance and inclusivity in decision-making.
2. Maintaining cordial relationships between management, staff, and other stakeholders.
3. Ensuring operational autonomy for academic and non-academic bodies.
4. Maintain academic and administrative discipline with the assistance of the administrative staff, IQAC, Heads of various departments and college committees/cells.
5. Ensure the supervision of library policies and procedures through the Library Advisory Committee.
6. Adhering to government and UGC regulations regarding staff appointments, promotions, and admissions.
7. Ensure quality profile of staff and maintain transparency in appointing them based on their academic/professional credentials and competency
8. Institute statutory bodies and support systems including Grievance Redressal Cell and ICC for both staff and students, Career Guidance and Placement Cell, Anti-Ragging Cell, Counselling Cell and Cells representing minority or backward communities.

9. Organize health and fitness programmes for staff and students and encourage them to avail the services of the college fitness centre.
10. Ensure a transparent and well-planned financial management system whereby the funds/grants received from the Government, UGC, NGOs, Management and benefactors are effectively mobilized for the academic and other developmental activities of the college.
11. Implement the recommendations proposed by the Board of Management, Finance Advisory Committee and the Governing Body following the review on the mobilization of resources, budgets, and audited accounts.
12. Extend financial assistance to departments/clubs/forums and cells for organizing national/international workshops, seminars, and conferences.
13. Promoting staff development through training programmes, works hops, and seminars.
14. Digitalizing administrative processes, including admissions, fee collection, and salary management and working towards complete e-governance.
15. Conducting financial and administrative audits to ensure account ability and effective resource utilization.
16. Supporting faculty with resources to engage in research and professional development.
17. Ensure smooth and effective office administration under the supervision of the Head Accountant and Bursar.
18. Follow the statutes of the University and the KSR of the government for appointment and promotion of the administrative staff.
19. Abide by the norms and policies of the Government and UGC concerning admission and reservation of seats for students.

20. Constitute associations for both teaching and non-teaching staff and provide financial and social support in time of need.
21. Grant casual leave and other eligible leaves to staff as per the policies and rules of UGC, Government and the affiliating University.
22. Abide by the norms of the Management regarding the appointment and salary component of temporary/contract-based staff.
23. Ensure a transparent and well-planned financial management system whereby the funds/grants received from the Government, UGC, NGOs, Management and benefactors are effectively mobilized for the academic and other developmental activities of the college.
24. Monitor effective resource utilization under the supervision of the Committees constituted for the same, spearheaded by the Principal.
25. Promote research activities by extending infrastructural and financial support and assisting faculty to secure external funds for carrying out research projects.
26. Adopt proactive measures to procure sanctions from UGC/University for introducing new programmes having more scope of employability.



### **3. STUDENT SUPPORT POLICY**

Students are at the heart of our institution. Our policies aim to create a nurturing environment for their holistic development. Key aspects include:

1. Safeguarding the rights and dignity of every student.
2. Ensuring a discrimination-free campus through the active presence of Equal Opportunity Cell, SC/ST Cell, and OBC Cell.
3. Assure effectual communication between students and facilitators through formally instituted systems such as student advisor, tutorial and mentoring and student-friendly initiatives like 'Meet with the Principal', and Suggestion Box.
4. Ensure decentralization and active representation of students in academic/decision-making bodies such as College Union, IQAC etc.
5. Promote participation in various academic, career-oriented and skill development programmes and coaching classes on PSC, Bank, Civil Service, and NET organized by the institution at subsidized/ free of cost.
6. Extend the benefit of scholarships and freeships issued by the Central/State government or other funding agencies to deserving students.
7. Award scholarships and endowments instituted by the Management and benefactors of the institution to worthy candidates.
8. Upgrade and maintain infrastructural facilities and other amenities to promote study, leisure, and active involvement in co-curricular and extracurricular activities.
9. Providing financial support through scholarships, fee concessions, and government grants.

10. Offering career-oriented programs, skill development workshops, and coaching for competitive exams.
11. Recognizing and rewarding students' achievements in academics, arts, and sports.
12. Ensuring the availability of essential amenities, including a well-equipped library and internet access.
13. Promoting extracurricular engagement through clubs, forums, and community outreach programs.
14. Promote the quest for knowledge and drive for excellence by rewarding Best Outgoing Student, Best Dissertation, Best Library User and Semester Wise Topper in Academics.
15. Endeavour to foster the scientific temper of students through the publication of their original research papers in Carmel Bloom – Journal of Multidisciplinary Research published by the college.
16. Arrange hostel facility for students from distant places, particularly, overseas students.
17. Secure safety measures including security guards, fire safety system, CC TV cameras, identity verification mechanism, register of visitors, helpline numbers.
18. Provide medical assistance, as first-aid, sick room, nearby hospital facilities to the needy and free medical camps.
19. Provide exposure to governmental/non-governmental organizations, media houses and industries and support research collaborations with recognized institutes/industries/NGOs.

20. Ensure active functioning of student- support bodies like Anti-Ragging Cell, ICC, and Grievance Redressal Cell and treat any cases of violation/harassment/grievance brought to the notice of authority with the utmost solemnity.
21. Encourage active student enrollment and participation in sports, NSS, NCC, AICUF, other Clubs/Forums.
22. Accord sanction to the departments to raise financial resources to assist a needy/sick student or family in a dire situation.
23. Endorse inclusivity and maintain a barrier-free, differently-abled friendly campus.
24. Encourage faculty @ home initiative to foster a cordial and enhanced teacher-student relationship.
25. Provide counselling, value education, sessions on ethical living and other rejuvenating programmes for the personality enrichment of students.
26. Promote student's engagements with the community through extension/outreach programmes and Provide yoga and relaxation therapy and self-defense classes under the aegis of various units and clubs.
27. Extend platforms for conducting career guidance class and campus drive under the auspices of Career Guidance and Placement Cell.
28. Promote the artistic and creative flair of students through the annual publication of Carmel Glow and other hand-written student's magazines.
29. Collect students' feedback and satisfaction survey on the effectiveness of the institution's academic and administrative policies and practices.

#### **4. DIFFERENTLY-ABLED FRIENDLY POLICY**

The college deems it imperative to create and maintain an inclusive and encouraging learning environment for the diverse student community. Differently-abled students are a vulnerable section who often face unspeakable discrimination, one significant aspect being education. The college abides by the reservation policy of the government aimed at curbing the stigma and uplifting aspiring learners with any form of disability to further their education. At Carmel College (Autonomous), Mala, we are committed to creating an inclusive campus for differently-abled students. Measures include:

1. Providing barrier-free access and facilities, including ramps and elevators.
2. Offering special provisions during examinations, such as scribes and extended time.
3. Extending mentorship and counselling support to foster confidence. and independence and Ensuring access to learning resources tailored to their needs such as audio notes, usage of oral assistance applications etc.
4. The Class tutors, class leaders and mentors are to ensure that these students are provided with any kind of assistance, if required at the earliest.
5. Ensure prompt redressal of grievances of any nature that impacts their emotional and physical well-being of the differently-abled students.
6. Extend the benefits of scholarships and free ships instituted by the Central/State government, funding agencies, the college and its benefactors to the differently-abled students.

## 5. ANTI-RAGGING POLICY

The institution maintains a zero-tolerance policy towards ragging. The steps taken by the institution includes:

1. Forming an Anti-Ragging Committee with representatives from staff, students, and law enforcement.
2. Conducting awareness programs on the consequences of ragging.
3. Providing a helpline and grievance redressal mechanism for victims.
4. Taking strict disciplinary action against perpetrators.
5. Displaying anti-ragging posters throughout the campus.
6. Filing and submission of an anti-ragging affidavit by the first-year students at the time of admission.
7. Any kind of non-compliance shall be dealt as per the UGC notification in this regard.
8. Advocate zero tolerance towards any acts such as conspiracy, riot, public nuisance, physical/psychological humiliation, extortion, assault, wrongful restraints/confinement, violation of decency and morals and other acts recognized as forms of ragging.
9. Sensitize the applicants seeking admission in college and their parents/guardians about the prohibition and consequence of ragging.
10. Disseminate awareness about the dehumanizing effects of ragging and publish its policy on the college website and in the college handbook.
11. Ensure that any baneful acts reported are subjected to prompt enquiry and strict action, depending on the nature and gravity of the offence, is taken against those found guilty of ragging.

12. Conduct biannual review meeting of the Committee to evaluate its activities, the nature and frequency of complaints submitted, if any, and preventive measures instituted.
13. Make provisions for online submission of complaints including provision for complaint submission to the Principal or any person in authority in a fully confidential manner.

## **6. ICC POLICY**

Higher Educational Institutions should be enabling spaces equipped to prevent and combat all forms of discrimination and harassment. Sexual harassment is a rampant menace that is dehumanizing in nature and should be curbed at the very outset. To ensure a safe and respectful environment, the Internal Complaints Committee (ICC) addresses cases of harassment. The policy includes:

1. Conducting awareness sessions on gender equality and legal rights.
2. Ensuring confidentiality and fairness in handling complaints.
3. Organizing self-defense training and counseling for students and staff.
4. Conduct of regular checks and assessments through class tutors, mentors and interactions with parents to identify any possible issues that the students might find difficult to communicate due to any mental or emotional blocks.
5. Any Grievances of such nature can be reported to the Principal directly.
6. Abide by the statutes and regulations of the Supreme Court and UGC on the prevention and prohibition of sexual harassment.
7. Ensure zero tolerance to any form of physical, verbal, or non-verbal sexual misconduct.
8. Ensure a safe and non-discriminatory workplace and learning environment for staff and students.

9. Publicize and disseminate awareness about the policy on Anti-Sexual harassment on the college website and in the college handbook.
10. Ensure easy accessibility of the services of ICC to staff and students for reporting any cases of sexual misconduct they have been subjected to or have witnessed.
11. Report to the police and initiate proceedings required by law for cases of severity.
12. Conduct biannual review meetings of the Committee to evaluate its activities, the nature and frequency of complaints submitted, if any, and preventive measures taken.
13. Adopt an educative and sensitization approach to enable discussions on issues of gender, sexuality, violence, consent, rights, entitlements and the like through various forums and activities.
14. Extend the service of counselling to the needy to assure the mental wellbeing of any of the affected people.



## **7. GRIEVANCE REDRESSAL POLICY**

The Grievance Redressal Cell is dedicated to resolving issues faced by students and staff. This involves:

1. Constitute a Grievance Redressal Cell for students, staff, and non-teaching staff separately to ensure proper channelling and handling of grievances raised by each party
2. Ensure availability of helpline/telephone numbers in the college handbook, website, and enquiry wing.
3. Gathering and addressing suggestions and grievances collected through the suggestion boxes or applications received through the Grievance Redressal Cell, departments, or IQAC feedback.
4. Entrust the Head/tutor/mentor/student advisor to promptly address the complaints raised by the aggrieved student that come within the purview of his/her competence and authority.
5. Encourage the students to submit their grievances in written on issues related to admission, fee payment, the conduct of examination and evaluation, curriculum delivery, infrastructural facilities, any form of unfair and discriminatory treatment to the Grievance Redressal Cell.
6. Addressing grievances promptly and transparently.
7. Conducting regular reviews to improve the grievance handling process.
8. Conduct of regular meetings by the Grievance Redressal Cell of the students, teachers, and non-teaching staff members in order to ensure that the proper mechanisms are in place and active so that any issues identified are addressed immediately.

9. Encourage both teaching and non-teaching to report their grievances to the immediate superior/staff advisor or as a written petition to the Grievance Redressal Cell.
10. Ensure disciplinary action against the complainant, if the complaint is found defamatory and deceptive, upon enquiry by the Cell.

## 8. MENTORING POLICY

Mentoring forms an integral part of how educators engage in a constructive and purposeful relationship with the students to assure their holistic development. The institution foregrounds the need to assist each student in personal and academic growth and to soothe the individual into emotional resilience and self-sufficiency through a well-crafted mentor- mentee system. Our mentoring system fosters personal and academic growth by:

1. Orient the full-time faculty turned mentors on the purpose and process of effective mentoring to equip them with the requisite skills and resources
2. Assigning dedicated mentors to students.
3. Entrust a mentor with a maximum of 16 -20 mentees based on the student strength at the time, to guide during the span of their study in the college
4. Ensure that the mentor invests time and effort to engage in proactive communication and render informed guidance/advice for the personal and academic progress of mentees
5. Encouraging regular interactions to address challenges.
6. Monitor the regularity of meetings and follow-ups by mentors with mentees and the mentor's diary maintained
7. Affirm that mentors maintain non-judgmental relationships and sustain the role of trusted advisor to the mentee
8. Maintaining confidentiality and a supportive relationship.

9. Extending mentorship beyond the campus in a spirit of lifelong learning and support to the mentees.
10. Maintaining all the necessary documentation in the Mentor's Diary.
11. Address and redress issues raised on the lack or inconsistency of support from the part of the mentor, if any, brought to the attention of the Tutor/Head or Principal with immediacy.
12. Ensure that the issues raised by the mentees beyond the obligation of mentor to advice/guide on are brought to the immediate knowledge of authority concerned to ensure the proper channels of assistance and counselling.

## **9. ENVIRONMENT AND SUSTAINABILITY POLICY**

1. Carmel College, blanketed in greenery, expects all stakeholders to uphold its policy to 'Stay Green', through their participation in implementing the pragmatic practices that are sustainable forever and nature conserving.
2. It is the prime intent of the institution to imbibe in its students and staff a sense of ecological consciousness, inculcate in them the spirit of enthusiastic involvement in all its efforts to nurture nature and build an ecological team so that they may actively partake in the eco-friendly considerations and engagements promoted by the institution. As a green campus, Carmel College (Autonomous), Mala prioritizes sustainability.
3. Frame and implement policies and viable practices, in line with those of Central and State governments, involving prevention of pollution and reduction of wastes that will ensure the sustainability of the environment
4. Communicate proactively the institution's policy on environment and sustainable practices with the stakeholders to secure their wholehearted participation
5. Act with practical measures to preserve the biodiversity on the campus
6. Implement energy conservation measures and expand the use of alternative sources of energy, including the installation and maintenance of solar panels, biogas plants, and energy-efficient equipment.

7. Implementing the Green Protocol within the campus.
8. Conducting green audits and promoting energy conservation.
9. Utilizing renewable energy sources like solar power.
10. Organizing eco-awareness campaigns and tree-planting drives.
11. Implementing waste management systems, including recycling-using and composting.
12. Ban on single-use plastic and use of environment-friendly and
13. sustainable products within and outside campus.
14. Taking steps to reduce the carbon footprint of the institution.
15. Encouraging the use of Cycles, electric vehicles, carpooling and us age of public transportation or college buses among students and Faculty members.
16. Ban on use of vehicles within the campus.
17. Harvest rainwater effectively for storage and recharging of land and water bodies on the campus.
18. Abide by the principle of 'Carmel Green Protocol' in the use of products and services.

19. Ensure observance of national and international days related to the environment, and help foster environmental commitment among stakeholders through enlightening seminars, workshops, campaigns, and other deliberations.
20. Go paperless through substitution of electronic and other means in academic and administrative activities.
21. Actualize all measures to recycle wastewater, conserve water bodies, and protect wetlands within the campus.
22. Construct and maintain tanks and bunds, as needed, for ecological enrichment of the college campus.
23. Initiate and actualize community engagements for promotion and expansion of sustainable ecological niches, through extension activities and outreach programs involving the students, staff, and the community.

## 10.GENDER SENSITIZATION POLICY

Higher educational institutions have a significant role in orienting young minds towards the ideals of gender equality, inclusivity, and diversity. Sensitizing the student community on issues about gender and empowering women, particularly the rural women, through quality education and community engagement is one of the pivotal resolves of Carmel College. The very vision and mission of the institution reflect this and, in all earnestness, strives to actualize this objective. The institution is committed to promoting gender equality through:

1. Implement measures to ensure a safe and dignified learning environment and workplace for staff and students
2. Collaborate with local police/NGOs/experts to educate on ways to combat gender bias/ violence or any form of sexual harassment and the laws and rights constituted for the same
- 3.Ensure concrete means to address and redress grievances related to harassment or discrimination based on gender
- 4.Organizing seminars, workshops, and discussions on gender issues.
- 5.Encouraging women empowerment through skill development programmes.
- 6.Providing counselling and self-defense training sessions for female students.
- 7.Display of Gender equitable boards, banners etc. throughout the campus.
- 8.Open avenues to organize debates, discussions, surveys, paper presentations, competitions on topics related to gender, basic rights to dignity and respect, gender justice and the like.



9. Encourage staff and students to take up major/minor projects, doctoral thesis, dissertation/projects that address diverse aspects of gender.

10. Provide training to the students to equip them as active disseminators of knowledge on gender rights and equality among other younger learners in the community and neighbourhood.

11. Observe commemorative days such as International Women's Day, Girl Child Day etc. to cultivate a sense of pride and purpose.

12. Strengthen its community engagement through forming women collectives in the neighbourhood, organizing gender awareness/empowerment campaigns/classes, extending financial assistance and also library services to widen their knowledge

## **11.RESEARCH POLICY**

Research undertaken by faculty and students plays a pivotal role in enhancing the quality of an HEI. The institution recognizes the contributory role of research in inspiring active dissemination of knowledge and community enrichment and therefore advocates comprehensive guidelines to encourage significant and meticulous research endeavours across disciplines. To foster a culture of research and innovation, we:

1. Constitute a Research Cell spear-headed by the Principal and coordinated by a senior faculty with three faculty representatives from the Arts, Science and Commerce stream of the institution to monitor and actualize viable research proposals and projects.
2. Constitute an Ethics Committee to monitor research proposals, publications or any other research-related activity to ensure proper adherence to the code of research ethics.
3. Frame, codify and implement precepts and guidelines for faculty and students on ethical and productive conduct of research within and outside the institution.
4. Cultivate the right attitude and orientation in faculty and students through informative seminars and workshops on professional ethics by experts in the field towards undertaking quality research.
5. Equip each department with necessary and advanced research facilities
6. Encourage research projects undertaken by faculty that are community-centric and shall directly benefit the local community.
7. Extend financial and other auxiliary support such as infrastructural, laboratory facilities etc. to faculty for fruitful engagement in research pursuits.

8. Communicate promptly any information on provisions for availing research grants to aspiring research scholars, both faculty and students.
9. Encourage faculty members to participate in FDP/Short Term courses/Refresher/Orientation programmes.
10. Encourage participation and presentation of research papers by faculty and students in national/international seminars/conferences.
11. Encourage research publications by faculty and students in reputed national/international journals.
12. Encourage prompt use of the plagiarism checking software to enhance the quality of research writings.
13. Publish quality research papers by faculty and students in Carmel Blaze- A Multidisciplinary Peer-Reviewed Research Journal (ISSN 2349-0217) and Carmel Bloom- Journal of Multidisciplinary Research respectively – research journals of the college - to stimulate a research culture within the campus.
14. Extend financial aid to departments for organizing seminars/workshops of national/international level in their discipline.
15. Provide financial assistance to the guest faculty to participate in national/international seminars/conferences, present and publish research papers.
16. Encourage research collaborations with recognized institutes/industries/NGOs.
17. Acknowledge the significant achievements and contributions in research by faculty and students.
18. Acknowledge the original and outstanding dissertation among post-graduate students in Arts, Science and Commerce streams by awarding the Best Dissertation each academic year.
19. Provide a congenial ecosystem for students to promote their entrepreneurial pursuits undertaken through sound research.

20.Promote the development of the Research Centre of Botany for undertaking innovative, collaborative, and community-centric research activities.

21.Encourage research guideships and promote the development of PG departments into research centres.

## **12.ALUMNAE POLICY**

Alumnae plays a pivotal role in enhancing the stature and distinctiveness of the alma mater. It is a mutually beneficial and nurturing long-term relationship. The institution recognizes the various dimensions of alumnae engagement and welcomes their active involvement in furthering its educational prospects. Under this policy, the institution shallThe alumnae are vital to the institution's growth. This policy ensures:

1. Maintain and update an information/contact database of alumnae to build a network for better communication and ensure the confidentiality of the same.
2. Constitute an Alumnae Association headed by an Executive Body comprising of 9 members - President, Vice-President, Secretary, Finance Officer, Joint Secretary, Arts Convener, General Captain and 2 Executive members to be re-elected every year by the General Body.
3. Conduct quarterly meeting of the Executive Body and annual meeting of the General Body.
4. Hold alumnae reunions in the college premise on 26th January every year, and if not, under unforeseen circumstances, within 10 days of the scheduled date.
5. Release and distribute the Alumnae News Bulletin annually.
6. Honour notable accomplishments of alumnae.
7. Engage alumnae in prominent academic and non-academic advisory bodies to avail their contribution and resource for the upliftment of the institution.
8. Collect and assess feedbacks from alumnae on various parameters pertaining to the academic and administrative policy and procedures of the institution.
9. Extend platforms for alumnae engagements as resource persons, chief guests, and benefactors.

10. Collaborate with the alumnae to organize enriching seminars, workshops, and training programmes.
11. Ensure the participation of alumnae in the best practices of the institution, particularly, the green campus initiative.
12. Utilize the funds raised and donations/assets endowed by alumnae in the best interest of the institution and its stakeholders.
13. Maintain transparency in all its engagements with the alumnae.

## **13.IT POLICY**

The IT Policy of Carmel College (Autonomous), Mala is aimed at ensuring effective and secure utilization of IT resources across the campus. This policy applies to all users of IT infrastructure, including students, staff, and the public accessing college resources. Users are accountable for activities performed under their credentials and are expected to adhere to the guidelines.

### **KEY PROVISIONS:**

1. Maintain and update an information/contact database of alumnae to build a network for better communication and ensure the confidentiality of the same.
2. IT Infrastructure Management: Regular upgrades to hardware, software, and network capabilities to support academic and administrative needs.
3. Procurement of IT Resources: All IT purchases require prior approval from the IT Committee and must comply with government regulations.
4. Hardware and Software Support: Technical support for devices, software updates, and troubleshooting.
5. Network Management: Ensuring reliable and secure wired and wireless connectivity.
6. Data Management: Implementing secure data storage, backup, and recovery processes.
7. User Training: Conducting workshops and providing guides to enhance IT literacy.
8. Cybersecurity: Implementing measures to protect against cyber threats, including regular audits and restricted access to sensitive data.

9. E-Learning Support: Facilitating online learning through tools like linways, Zoom, and Google Meet.

10. Institutional Email: Encouraging the use of official email accounts for academic communication.

11. Video Surveillance: Maintaining campus safety through strategically placed surveillance systems.